

Instructions for Completing the Eleventh Circuit Transcript Information Form

- Step 1** Complete the form electronically using Adobe Acrobat or other PDF editor. Remember to sign the form by using the s/naming convention (e.g. s/Jane Doe).
- Step 2** Save the completed form as a PDF document.
- Step 3** Electronically file the form. From the main CM/ECF menu go to:
- Civil or Criminal Events: Appeal Documents: Transcript Information Form*
- Your transcript information form will automatically be e-mailed to the court reporter when e-filed with the court. Please note if the court reporter is a contract reporter, a hard copy of the form must be mailed to the reporter.
- ** Counsel Appointed Pursuant to the Criminal Justice Act - You must e-file a completed CJA 24 as an attachment if requesting authorization for government payment of the transcript. Do not electronically sign the CJA24. Before e-filing, you must wet sign and scan the document for submission.**
- Step 4** After the transaction is complete, use the notice of electronic filing to access the PDF image of the form and print it for mailing to the Court of Appeals. This version of the document contains the case number, filing date, and document number information in a header at the top of the document, if you have the header feature enabled.
- Step 5** Mail the printed form along with a completed CJA 24 (if requesting government payment) to the Eleventh Circuit Court of Appeals; 56 Forsyth St NW; Atlanta, GA 30303.